YORK U
UNIVERSITÉ
UNIVERSITY

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS4444 M

IDENTITY AND INCLUSIVITY IN ORGANIZATIONS: ADVANCED TOPICS
WINTER 2021 – GENERAL COURSE OUTLINE[1]

Check the course website throughout the term for details and updates

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SECTION INFORMATION

Course Director:	**Professor Ron Ophir**
Email:	ophir@yorku.ca
Delivery mode:	Remote (including synchronous content) 📹**Live Session**
Timing of synchronous content:	Thursdays, 11:30am-2:30pm (Toronto Time) (check website for specifics)
Virtual Office Hours:	Check course website
Course Web Site:	eclass.yorku.ca (Moodle)

WELCOME!

Living in the Greater Toronto Area, we see diversity every day, we experience it (albeit differently) in our everyday lives, at work, on campus (virtually/remotely, and in-person). Yet, there is more than meets the eye. The purpose of this course is to develop awareness and understanding of diversity issues and inclusive practices in the workplace from perspectives of various stakeholders. Together we will explore individual identity on different dimensions, such as appearance and weight, sexual orientation, gender identity and expression, and more. The course aims to encourage life-long learning, and to challenge individual views and mindset towards diversity issues, as well as to learn best practices for leveraging diversity to achieve better organizational outcomes.

Please note that regular attendance and engagement in the course** synchronous **sessions is expected. When planning for this course consider budgeting sufficient time for pre-class preparation as well as time to work with your group outside the live sessions.

- *Be **prepared** to connect online during our scheduled time (**Thursdays, 11:30am-2:30pm***), with your **microphone** on and **camera** on. (* more exact times will be posted on the course's eClass) 📹**Live Session***
- *Be **prepared** to interact and collaborate with your classmates (including group assignments / project).*
- *Be prepared to discuss and critically examine our course content (our course discussions and activities rely on your advance preparation of the assigned readings...).*

If you have any concern with your performance, or ability to complete the course successfully, please contact me earlier in the course rather than later. I look forward to meeting you on-line and having a meaningful learning experience.   ☺

*We are all responsible to create and maintain **a safe learning environment** in the course – during synchronous sessions, and outside the scheduled classroom on-line; All are expected to conduct themselves in a manner that is respectful of others and of themselves.*

I look forward to meeting each and every one of you in class.

Ron

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[1] This outline is subject to change as deemed necessary by the Course Director.

COURSE ENVIRONMENT PRINCIPLES

Together we will strive to create and maintain a classroom environment that is a **safe** place for learning and discussion; a place where individual thoughts and ideas are appreciated; a space where personal feelings, beliefs, perspectives and positions are **respected**. Please *respect* the confidentiality of private information, individual's remarks and personal experiences shared in this class.

MORE ABOUT THE COURSE

The course is built into several content modules, with activities and submission deadlines throughout the term. The modules, readings, expected activities/submissions and deadlines will be posted in the full outline and updated on the course website throughout the term.

This course includes regular synchronous components within our scheduled time. **Specific times will be provided through eClass** (the 3-hour block will be organized with breaks and small group interactions; the breakdown may vary by week). ▭**Live Session**

This class is highly dependent on open discusstions. To ensure the privacy and wellbeing of all students, as well as the ability to create and maintain a safe environment for cordial and productive sessions:

- We will all login using Passport York authentication ("Sign in with SSO" option in Zoom).
- All of us are expected to have their video/camera ON (most of the time) and audio/microphone available (OFF when they are not talking).
- Discussions within the sessions will not be recorded by the instructor; Recording of the session by others by any means is not permitted).
- Participants that cannot be identified by the host/instructor will be removed from the session.

Please consider your learning space, possibly ensuring that your background is not distracting (positioning yourself against a wall or using the background feature).

Please contact Dr. Ron **ASAP** if using video is of concern so we can discuss (ophir@yorku.ca).

- - Weekly schedule and due dates on the course website - -

Have a safe, productive and fun term!

IMPORTANT NOTES

▸ **Take care of yourself**: https://www.yorku.ca/health/mental-health-resources-during-covid-19/
▸ **Communication with the Course Director**: Please include your full name, student number, and the **course/section enrolled in**. Needless to say, proper conduct of behaviour is expected.
   o   If responding to an eClass email announcement, please ensure to replace the recipient address with my email (ophir@yorku.ca), or else the message will not be delivered to me.
▸ **About course registration**: Please direct all registration questions to the main office of the School of Administrative Studies (apsas@yorku.ca). Course Directors (instructors) **cannot enroll or approve** your enrollment to the course. If the section is full, the best strategy to enroll in the class is to visit the online course registration system regularly until a space becomes available. Students are expected to keep up with the course submission deadlines regardless of timing of enrolment.
▸ **Times and deadlines** are in **Toronto time**. Note that Clock moves forward one March 14th, 2am.
   For those not in Toronto/GTA time zone, click for **time converter** (use the checkboxes to show time difference): https://www.timeanddate.com/worldclock/converter.html?iso=20200906T040000&p1=250

WHAT TO EXPECT

This section of the course is offered in a **REMOTE** format, where all content is accessible through the course website. We will have weekly **synchronous** content ("live" through zoom). Internet access will be required for full access to course resources. All course content and activities will be provided on-line. This course has no in-person or on-campus activities/exams. Check for regular updates:

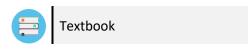|	
Synchronous Content ("Live") (on Zoom) (check eClass for schedule)	Regular "live" meetings/activities (synchronous) on **zoom** will be provided in this course within the designated timeslot for the course (Thursdays 11:30am-2:30pm). Please consult the course website for specific weekly times/information.
Asynchronous Content	Other course content in this course is designed for **independent learning**; however, activities, participation and other deliverables have **deadlines**.
Submission deadlines	There are **weekly/regular submission deadlines** for activities and assignments on **eClass**. Please note that a significant part of course activities include interaction and discussion **with classmates**; therefore, mutual respect is expected to ensure meeting of deadlines. No extensions.
Textbook	Check out the course eClass at the start of the term.
Exams	Exams in this course will be **timed** and delivered at designated times during the course on **eClass**. Students are expected to be available to write the exams as scheduled. Reliable Internet connection and device are required.
Virtual Office Hours	Pre-scheduled virtual office hours times will be available throughout the term (sign-up link on the course website). Additional times can be scheduled on request.

Keep up with York U updates: https://yubettertogether.info.yorku.ca/category/students/

COURSE REQUIREMENTS FOR REMOTE LEARNING:

▸ Several platforms will be used in this course (e.g., eClass (moodle), Zoom, etc.) through which students will interact with the course materials, the course director, as well as with one another. Please review the course outline and regular updates to the course website to keep up with the schedule, times of synchronous activities, and meeting of deadlines.

▸ **Timed exams** will be used in this course, which will be administered through the Learning Management System (e.g. eClass/Moodle). Turnitin (or equivalent) will be used. Students are required to have access to minimum technology requirements to complete examinations. Students will be provided with information about the exam setup and will be expected to be familiar with that setup prior to the exam. Students are expected to ensure that they have a stable and reliable internet connection for the duration of the exam. No extensions will be provided for technical issues.

TECHNICAL REQUIREMENTS & SUPPORT:

While we will not be meeting in-person, we will be engaging online and regular submissions will take place online. Please ensure that you have access to a stable, higher-speed Internet connection and an appropriate computer/device that can support your learning. Please note that smartphones/smart devices apps (such as the eClass/Moodle and Zoom apps) may have different/limited functionality compared to their use on a laptop or desktop. A webcam/camera and microphone may be needed for certain communication.

Check out these links for e-learning information and quick help:
- **LA&PS Resources**: https://going-digital.laps.yorku.ca/student-resources/
- **York U's Student Guide to eLearning**: http://elearning-guide.apps01.yorku.ca/
- **Technology requirements and FAQs for eClass**: https://lthelp.yorku.ca/95440-student-faq
- **Student Guide to eClass**: https://lthelp.yorku.ca/student-guide-to-moodle
- **Zoom meeting etiquette**: https://lthelp.yorku.ca/94581-zoom/zoom-meeting-etiquette

Additional computing support:
- Computing for Students Website: https://uit.yorku.ca/student-services/
- UIT laptop borrowing program: https://laptops.uit.yorku.ca/ (if still available)
- Check your internet connection speed: www.speedtest.net

Disclaimers:
- Zoom is hosted on servers in the U.S. This includes recordings done through Zoom.
- If you have privacy concerns about your data, provide only your first name or a nickname when you join a session (inform the course director in advance).
- The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.

IMPORTANT SCHOOL AND UNIVERSITY POLICIES & INFORMATION

COMMON COURSE POLICIES

Check out policies on the new School website:
https://www.yorku.ca/laps/sas/academic-resources/common-course-policies/

SUPPORT

Getting support when you need it: Following is a selection of resources (academic and non-academic):
- LA&PS Student Resources: https://going-digital.laps.yorku.ca/student-resources/
- Learning Skills Services: http://lss.info.yorku.ca/
- Learning Commons: http://learningcommons.yorku.ca/
- Writing Centre: http://writing-centre.writ.laps.yorku.ca/
- ESL Open Learning Centre: http://eslolc.laps.yorku.ca/
- Student Accessibility Services: http://accessibility.students.yorku.ca/
- Student Counselling & Development: https://counselling.students.yorku.ca
- Mental Health and Wellness at York: http://mhw.info.yorku.ca/
- Sexual Violence Response & Support: http://thecentre.yorku.ca/
- Community Safety: https://safety.yorku.ca/
- Office of Student Community Relations: http://oscr.students.yorku.ca/
- York International: https://yorkinternational.yorku.ca/ (see special COVID-19 tab)
- My Online Services: https://myonlineservices.students.yorku.ca/
- Manage your Academic Record: http://myacademicrecord.students.yorku.ca/
- Additional LA&PS student resources: http://laps.yorku.ca/student-resources/

For **important sessional dates**, please refer to: http://registrar.yorku.ca/enrol/dates/